

# FY2009

# Advisory Panelist Nomination

Staff Contact:

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**DC Commission on the  
Arts and Humanities**

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Anthony Gittens  
Executive Director



Government of the  
District of Columbia  
Adrian M. Fenty, Mayor

## Panelist Nomination Process

All citizens of the District of Columbia are encouraged to assist the Arts Commission's grant programs by recommending potential Advisory Panelists. Individuals may also self-nominate. Advisory Panel nomination forms are sent each year to the community at large and are posted year round on the Commission's website at <http://dcarts.dc.gov>. Select the Friends of the Arts Commission link. You may also contact the Arts Commission at (202) 724-5613 or by TDD/TTY at (202) 724-4493 to request that the nomination form be sent by mail or fax. When nominating another person, please make sure that they are willing to serve before submitting their name for consideration. Nominees will be contacted as needed for service.

## Role of Advisory Panelists

A separate Advisory Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Panelists conduct personal review of grant applications for three to four weeks in advance of panel meetings. Panelists then come together for one to two days as a group (or Panel) to review work samples and auditions and to discuss the applications. An Arts Commissioner presides over each Panel meeting, but does not participate in discussion or scoring.

After thorough review and discussion of the applications, panelists individually score each applicant according to the unique evaluation criteria established for the particular grant program. Applicants are then ranked in order of their scores and the Panel votes to establish the minimum score that is required to merit funding. The Panel finalizes their funding recommendation based on the established ranking and the total amount of funding available for the program. Full or partial funding may be recommended. The Panel also discusses policy recommendations to improve the application and review process. A member of the group is identified to serve as the Panel Representative to present funding and policy recommendations to the Commission Board for final review and approval.

## Eligibility

Advisory Panelists must live in the Washington Metropolitan area and be knowledgeable about the arts in the District of Columbia. Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination.

Advisory Panelists must be able to devote approximately 4 - 5 hours of preparation time to read grant applications plus and an additional 1 - 2 full days to participate in the panel meetings. Panel meetings are held on weekdays during regular business hours.

Individuals may not serve as panelists for any grant program under which they have submitted a pending application or under which an organization they work for has submitted a pending application.

## Terms of Service

Panelists are appointed for a one-year term per grant program. A panelist may be reappointed for up to three years, for a maximum of four consecutive years of service. The rotation of advisory panel members ensures that each year will bring varying perspectives to the grants review process.

## Do you have additional questions or concerns?

Please contact:

**Sherry Schwechten**

Sherry.Schwechten@dc.gov

202-724-5613

### About the Commission

The DC Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards. **The DC Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.**

### Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's ADA Coordinator, Joe Babb, at (202) 724-5613 or (202) 724-4493 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

### Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the DC Human Rights Act of 1977.

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**Nominees must live in the Washington, DC Metropolitan area and have a minimum two-year history of involvement in the District of Columbia arts community. Individuals are encouraged to self-nominate.**

## **NOMINEE INFORMATION:**

Nominee's Name: \_\_\_\_\_

Address #1: \_\_\_\_\_

Address #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone/day: \_\_\_\_\_ Email: \_\_\_\_\_

Area of Expertise: \_\_\_\_\_

## **NOMINATOR'S INFORMATION:**

Your Name: \_\_\_\_\_

Telephone/day: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE ATTACH THE RESUME FOR THE PERSON NOMINATED AND MAIL TO:**

**DC Commission on the Arts and Humanities**

**1371 Harvard Street NW**

**Washington, DC 20009**

**Attn: Panel Selection Committee**

You may also fax this form to (202) 727-4135 or email to [sherry.schwechten@dc.gov](mailto:sherry.schwechten@dc.gov)

**NOMINATIONS ARE REVIEWED PERIODICALLY DURING THE YEAR.**

**THE NEXT REVIEW DEADLINE IS MARCH 25, 2008.**